



**GTA BOARD OF DIRECTORS MEETING  
MINUTES**

**County Square – Conference Room D (301 University Ridge, Greenville, SC 29601)  
June 24, 2021**

- Members Present:** Mr. Stephen Astemborski, Mr. Scott Craig (Treasurer), Ms. Addy Matney, Mr. David Mitchell, Mr. Dick O'Neill (Board Chair), Ms. Walker Smith, Ms. Amanda Warren (Vice Chair)
- Greenlink Staff:** James Keel (Director), Nicole McAden (Marketing & Public Affairs Manager), Kayleigh Sullivan (Transit Planning Manager)
- Other City Staff:** Karen Crawford (Deputy Director of OMB), Micah Snead (Financial Analyst)

**Ms. Amanda Warren, GTA Vice Chairman, called the meeting to order at approximately 12:30 p.m.**

**Quorum established by roll call.**

**Mr. Scott Craig made a motion to approve the May 27, 2021 GTA Board Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

**No Public Comments related to items on the agenda.**

**Director's Report (Presented by James Keel, Transit Director):**

- Relative to Saturday's later hours implementation, there are 10 driver openings, 5 applicants are in the hiring process. Four drivers on FMLA. Therefore, Saturday hours will not begin July 1, 2021. Additionally, 50% of trolley staff is vacant. There are 2 mechanic positions open and 1 shop foreman position vacant. Lack of competitive pay for mechanics is stalling hiring process.
- Relative to state of good repair, Director was recently in California inspecting third twenty-nine-foot Gillig bus. Parts shortage is causing delays for U.S. manufacturers. There is possibility that Greenlink could face parts shortage if this continues. Discussion ensued as to what can be done to prevent running out of parts and eliminate possibility of shutdowns.
- Next O&M facility stakeholder meeting is June 29 at 5:30 at Greenville Water. The Documented Categorical Exclusion (DCE) reports have been submitted to the FTA. Next public meeting is July 1 at the Kroc Center.
- Relative to procurements, the CMAr scope will go out next week. O&M Facility information is now available at <http://ridegreenink.com/Bus Garage>.
- Waiting on County to approve FY22 and FY23 budget.

**Mr. David Mitchell made a motion to authorize and direct the Board Chair to execute and deliver a contract addendum with Cubic for UMO Rewards through resolution number 2021-21 where ads will provide revenue stream. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.**

**GTA Invoices (Presented by Micah Snead, Financial Analyst):**

Date	Vendor	Description	Invoice #	Amount
6/1/21	APTA	Membership dues for FY22	392644	10,000.00
5/1/21	Brasco International	Bus stop equipment	48953	4,750.00
5/1/21	Brasco International	Bus stop shelters and equipment	48954	88,050.00
5/1/21	Brasco International	Nine bus stop shelters	48955	112,050.00
5/20/21	CDW-G	iPad cases	D469291	782.40
5/31/21	City of Greenville	May 2021 expenses	87745	491,192.60
5/1/21	CTG	TDP update	2 GSP-TDP Update	10,898.72
5/31/21	CTG	TDP update	4 GSP-TDP Update	210.88
6/2/21	Genfare	Farebox project	90174599	46,038.53
5/28/21	Genfare	Farebox project	90174351	72,875.00
6/15/21	Gillig	Bus purchase		474,103.00
6/3/21	Kimball Communications	Radio for dispatch booth	40090	2,670.89
6/1/21	Lingualinx Language	Translation service	283000760-1	40.00
6/14/21	Mobile Communications	Lights for new support vehicle	283000760-1	3,553.00
5/10/21	Proforma	Advertisements made	B76002821A	185.25
5/24/21	Proforma	Advertisements made	B76002900A	569.00



6/1/21	SC DHEC	Underground storage tank fees	UJ11889-3	200.00
6/15/21	SCDMV	License fees	SCDMV06152021	17.00
6/15/21	SCDMV	License fees	SCDMV06152021A	17.00
5/31/21	Skanska	Phase 2 program management services	2121803-3	14,360.00
5/27/21	ViriCiti	Smart charge station monitoring	1824	3,360.00
6/11/21	Wendel	Maintenance facility professional services	501645	174,472.46
6/1/21	Willis Towers Watson SE	July insurance installment	2790937	90,121.00
5/28/21	Young Office	Office chair	206190	435.50
<b>Total</b>				<b>\$1,600,952.23</b>

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Mr. Stephen Astemborski made a motion to pay invoices totaling \$1,600,952.23. Mr. Scott Craig seconded the motion. This is subject to the availability of funds. There is no opposition. The motion carries.

Mr. Scott Craig made a motion to refund bike locker deposit in the amount of \$40 to a customer. Mr. David Mitchell seconded the motion. There is no opposition. The motion carries.

Mr. Stephen Astemborski made a motion to authorize and direct the Board Chair to execute and deliver a contract with Greene Finney for audit services through resolution number 2021-14. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Mr. David Mitchell made a motion to adopt the fiscal year 2021-2022 operating budget of \$8,278,245 and capital budget of \$835,000 for a total of \$9,113,245 through resolution number 2021-15. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Mr. David Mitchell made a motion to adopt the GTA Agency Safety Plan through resolution 2021-19. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

Mr. Stephen Astemborski made a motion to adopt the 'Good Neighbor' initiative to commit to items outlined in resolution number 2021-20 with changes made at Committee of the Whole meeting. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

**Staff Assignee & Other Important Updates (GTA Board Members):**

- Ms. Warren stated United Ministries has 4 Furman interns for the summer. They were tasked with riding the bus. The students are looking forward to Greenlink expanding Saturday hours so they can ride the bus downtown on weekends.
- Councilmember Dorothy Dowe spoke by phone with staffers from the U.S Secretary of Transportation's Office regarding the infrastructure bill. USDOT wanted smaller cities to sign on in favor of the infrastructure bill. James Keel provided information that would benefit smaller agencies relative to local match, sales tax element, etc.
- Ms. McAden reviewed various ways riders are notified regarding route changes.
- Ms. Astemborski attended the West End Small Area Development Plan Public Meeting Tuesday at Fluor Field. Street redesign was discussed. He was concerned about Pendleton Street being redesigned without room for a bus stop. At this meeting he spoke with Susan McLarty, Greenville Homeless Alliance, and he felt that her organization should be communicated with since homelessness and transportation are linked.
- Mr. Scott thanked Ms. McAden for her work with coordinating the bus vs. bike vs. car race which received a lot of coverage.

**Capital Projects Updates (Staff):** Mr. Keel stated he will know more once he receives the 30% drawings for the new maintenance facility scheduled for delivery today.

**No public comments related to items not on the agenda.**

Mr. Stephen Astemborski made a motion to adjourn. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries. The meeting adjourned at 1:07 p.m.

Prepared by: Lorrie Brown Date: 7/22/21  
 Lorrie Brown, Board Secretary

Approved by: Richard O'Neill Date: 7/22/21  
 Richard O'Neill, Board Chair